



## COUNTY OF SAN DIEGO

Great Government Through the General Management System – Quality, Timeliness, Value

## DEPARTMENT OF HUMAN RESOURCES

### CLASS SPECIFICATION

UNCLASSIFIED

### DEPUTY CHIEF INVESTIGATOR

Class No. 000332

#### ■ CLASSIFICATION PURPOSE

To plan, direct, organize, and coordinate the investigative activities of the Public Assistance Fraud Division in the Office of the District Attorney; to act as the liaison in matters relating to public assistance fraud investigations between the division and the Health and Human Services Agency; and to perform related work.

#### ■ DISTINGUISHING CHARACTERISTICS

This is a one-position, unclassified management class allocated only to the Office of the District Attorney. The incumbent reports to the Chief Investigator, and is responsible for the management and operation of the investigative activities in the Public Assistance Fraud Division.

#### ■ FUNCTIONS

The examples of functions listed in the class specification(s) are representative but not necessarily exhaustive or descriptive of any one position in the class(es). Management is not precluded from assigning other related functions not listed herein if such duties are a logical assignment for the position.

##### Essential Functions:

1. Plans, directs, organizes, and coordinates the investigative activities of the Public Assistance Fraud Division.
2. Develops and implements policies and procedures related to public assistance fraud investigations.
3. Assigns, supervises, and evaluates the work of subordinate staff.
4. Prepares technical and management reports.
5. Coordinates investigative operations with internal and outside agencies.
6. Interprets and implements Federal and State directives.
7. Confers with the Assistant Chief Investigator and Chief Investigator to determine general program policies related to investigations.
8. Develops and establishes division goals and objectives.
9. Advises and makes recommendations to the Division Chief on division matters.
10. Reviews and provides input on the division budget and staffing levels.
11. Provides responsive, high quality service to County employees, representatives of outside agencies and members of the public by providing accurate, complete and up-to-date information, in a courteous, efficient and timely manner.
12. Acts in the absence of the Assistant Chief or Chief Investigator.
13. Performs special investigations or projects as assigned.

#### ■ KNOWLEDGE, SKILLS AND ABILITIES

##### Knowledge of:

- Principles, methods, and techniques of investigation including the collection, preservation and presentation of evidence, basic identification techniques, and modus operandi.
- Laws of arrest, search and seizure, rules of evidence, and courtroom procedures.

- Interviewing and interrogation techniques.
- Principles and practices of supervision and training.
- Principles and theories of public administration, including: general administration, human resource management, fiscal management, and accounting.
- Rules and regulations governing a wide variety of public assistance programs, including: Aid to Families with Dependent Children, General Relief, Food Stamps, Medi-Cal, Housing Authority, County Medical Services and International Assistance/Refugee Assistance.
- Methods and use of scientific investigation equipment.
- County customer service objectives and strategies.
- The General Management System in principle and in practice.

Skills and Abilities to:

- Plan, organize, direct, and coordinate the investigative activities of a complex, specialized division
- Develop and implement policies and procedures related to public assistance fraud investigation activities.
- Review, assign, and evaluate the work of subordinate staff.
- Establish and direct training programs for subordinate staff.
- Prepare, review, monitor, and evaluate comprehensive investigative reports.
- Identify and resolve operational problems.
- Perform highly sensitive and difficult investigations.
- Communicate effectively, orally and in writing.
- Present evidence in court.
- Maintain effective audio-visual discrimination and perception needed for making observations, communicating with others and reading and writing.
- Maintain mental capacity, which allows the capability of making sound decisions and demonstrating intellectual capacities.

## ■ EDUCATION/EXPERIENCE

Education, training, and/or experience that demonstrate possession of the knowledge, skills and abilities listed above. An example of qualifying education/experience is: seven (7) years of experience performing complex criminal investigations of a sensitive and confidential nature for a law enforcement agency, one (1) year of which must have included managing and administering investigative activities and staff, AND completion of the following:

1. A valid California Advanced P.O.S.T. Certificate or a certificate from a Federal law enforcement academy of ten weeks or longer, AND
2. 80-hour District Attorney Investigation and Trial Preparation course required by P.O.S.T.

**Note:** One year of experience as District Attorney Investigator IV with the County of San Diego is considered qualifying.

## ■ ESSENTIAL PHYSICAL CHARACTERISTICS

**The physical characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of the classification(s). Reasonable accommodation may be made to enable an individual with qualified disabilities to perform the essential functions of a job, on a case-by-case basis.**

Continuous upward and downward flexion of the neck. Frequent: sitting, repetitive use of hands to operate computers, printers and copiers. Occasional: walking, standing, bending and twisting of neck, bending and twisting of waist, squatting, simple grasping, reaching above and below shoulder level, and lifting and carrying of files weighing up to 10 pounds.

## ■ SPECIAL NOTES, LICENSES, OR REQUIREMENTS

### License

A valid California class C driver's license, which must be maintained throughout employment in this class, is required at time of appointment, or the ability to arrange necessary and timely transportation for field travel. Employees in this class may be required to use their own vehicle.

### Certification/Registration

Applicants must possess:

1. A valid California Advanced P.O.S.T. Certificate; OR, a certificate from a Federal law enforcement academy of ten weeks or longer, AND

2. A certificate of completion of the 80 hour District Attorney Investigation and Trial Preparation course required by P.O.S.T.

Working Conditions

Office environment; exposure to computer screens.

Background Investigation

Must have a reputation for honesty and trustworthiness. Felony convictions will be disqualifying. Misdemeanor convictions may be disqualifying depending on type, number, severity, and recency. Prior to appointment, candidates will be subject to a thorough background investigation which may include a psychological, polygraph or other examination or test.

**Persons serving in positions in the Unclassified Service do not accrue tenure and serve at the pleasure of the appointing authority (Charter of the County of San Diego Section 909.2).**

**New: April 2, 1993  
Reviewed: June 2004**

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Deputy Chief Investigator (Class No. 000332)

Union Code: NE

Variable Entry: Y